

31 July 1987

Operations

PYRAMID ALERT NOTIFICATION SYSTEM

This regulation establishes and implements a notification and recall system for the Western Space and Missile Center (WSMC). This system is called the Pyramid Alert Notification System. It applies to all Air Force Systems Command (AFSC) agencies located on Vandenberg AFB, CA. This regulation supports Vandenberg AFB Regulation 55-4, Pyramid Alert and Disaster Notification. The WSMC Emergency Readiness and Intelligence Branch (WSMC/SPX) is responsible for the overall management of the WSMC Pyramid Alert Notification System.

1. Notification Policy. The WSMC mission requires the capability to selectively notify or recall all off-duty personnel or only selected individuals. Selective recall may be necessary in support of war plans, periods of increased readiness, emergencies, or disaster situations. Notification and recall must be as covert as possible to deny a potential enemy useful information as well as to avoid public speculation and alarm. Vandenberg AFB Regulation 55-4 requires WSMC to notify all AFSC tenant organizations and detachments, US Navy and NASA organizations, and the US Army field office.

2. Explanation of Terms.

a. Commander's Alert Staff (CAS). The WSMC Commander (WSMC/CC) and key staff members who help in the decision-making process needed to carry out the wartime mission specified in applicable War and Contingency Support Plans. The key staff member is normally the organization commander, director, or office chief.

b. Covert Alerting. Organizational alerting using the fastest means available, without public notice or action, which might alarm the local populace. The telephone is normally used, but in the event the telephone system is out, or if an individual does not have a telephone, person-to-person contact must be made. Indications that an alert is in progress are not communicated in any way to the general public.

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Supersedes WSMCR 55-1, 29 December 1986. (See signature page for summary of changes.)

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c. Exercise. A telephone test of the pyramid alert notification system. Personnel are not required to report to their duty station, but must complete all telephone notifications.

d. Overt Alerting. Organizational alerting using the fastest means available for emergency assembly of personnel, to include radio or television when directed.

e. Pyramid Alert Roster. A roster of personnel assigned to a particular WSMC organization listing the name, address, duty phone, home phone and instructions for implementing the notification process.

f. Recall. Telephone or person-to-person communications requiring off-duty personnel to report to their duty station within time limits specified in the alert notification.

g. Telephone Standby. A condition where affected individuals are immediately available to receive information or instructions by telephone, hand-held radio, or pager and respond to the caller within a five minute period.

### 3. Pyramid Alert Roster Construction.

a. All WSMC organizations will develop and maintain a pyramid alert roster as shown at attachment 1. A small organization (ten or less assigned personnel) may combine their roster with another organization provided WSMC/SPX is notified. The alert roster lists all permanent military and civil service personnel assigned to the organization. The roster is structured to separate military and civil service personnel and set up so that normally each individual makes no more than four telephone calls. The CAS member, alternate CAS member, support CAS member, and alternate support CAS member will be listed at the top of the organization's alert roster to facilitate a CAS recall. CAS administrative personnel are not required to be listed at the top of their organization's pyramid alert roster. Individuals required to report completion of the pyramid alert notification, either within their organization or to the Western Test Range Scheduling Division (WTR/DOS), have one, two, or three asterisks (\*, \*\*, \*\*\*) next to their names (attachments 1 and 2). Only one individual from each organization identified on attachment 4 will report to WTR/DOS. That individual should not be a CAS or support CAS member.

b. Alert statements and information are included on the back of all pyramid alert rosters (attachment 2). This information includes, as a minimum, actions when the primary contact cannot be reached, provisions for notification when required actions and notifications are completed, instructions on long distance telephone calls, provisions for notifying those personnel with an unlisted telephone number or who do not have a home telephone, and provisions for notification when the telephone is inoperative or otherwise unavailable. Individuals with no telephone or an unlisted number should make arrangements with the people responsible for their notification, either providing the unlisted number or making arrangements to be notified in person.

c. The front of each roster will include WTR/DOS phone numbers and the statements, "FOR OFFICIAL USE ONLY," "RELEASE OF THE INFORMATION CONTAINED HEREON TO UNAUTHORIZED INDIVIDUALS IS IN VIOLATION OF THE PRIVACY ACT OF 1974. NO PART OF THE INFORMATION WILL BE GIVEN OUT FOR PURPOSES OTHER THAN THOSE OF THE UNITED STATES AIR FORCE." The front of each pyramid alert roster will also

list the organization name, date the roster was prepared, and the name of the individual responsible for preparing the roster.

d. Pyramid alert rosters are updated quarterly or whenever personal information changes. A copy will be maintained by each individual and organization listed on the roster, and one copy on 8 1/2 X 11 inch paper will be provided to both WTR/DOS and WSMC/SPX. Obsolete rosters are shredded to prevent the unauthorized release of personal information.

#### 4. Pyramid Alert Notification System Activation.

a. The WSMC Commander or the Command Representative (COMREP) will direct WTR/DOS to activate the pyramid alert notification system. If the CAS has convened, the CAS members will activate the pyramid alert notification system for their respective organizations instead of WTR/DOS.

b. Attachment 3 lists the organizational notification responsibility and identifies which organizations provide CAS or support CAS members.

(1) Organizations which have members on the CAS will receive initial notification from WTR/DOS. WTR/DOS will attempt contact with the CAS member or alternate listed at the top of the roster. If there is no contact, the next person on the roster will be contacted. If there is still no contact, WTR/DOS will go to the next organization requiring notification. After all other organizations have been notified, WTR/DOS will again attempt to contact those organizations that were previously not contacted, starting as near as possible to the top of the organization's pyramid alert notification roster.

(2) Organizations which do not have members on the CAS or which provide support CAS members will receive the initial notification from an organization other than WTR/DOS. The outside organization will contact the organization's support CAS member or alternate first (or the persons listed at the top of the roster if the organization does not have a support CAS member), and then contact the next person listed on the roster if there was initially no contact. If there is still no contact, the caller will notify WTR/DOS there was no contact with the organization, and attempt to contact the organization from their duty station as time permits.

c. The organizational notification shown at attachment 3 also applies to small organizations (ten or less assigned personnel) that are combined on another organizations' roster.

d. Operations Security is considered when making pyramid alert notifications. Personnel are notified using the covert alerting method unless otherwise directed.

e. The person making the pyramid alert notification identifies himself or herself, and passes the alert notification message using one of the statements identified in attachment 2. The recipient copies the message verbatim, reads it back to the person passing the message, and immediately relays the message to the next person on the roster. If a person cannot be contacted, notify the next person on the roster to be contacted. Attempt a follow-up call to persons not contacted initially, but do not delay the notification or reporting process to do this.

f. If an individual is contacted by someone other than the person listed above them on the roster, the contacted individual is responsible for making all the notifications normally accomplished by all the people listed above them.

g. Attachment 4 lists the pyramid alert call back responsibilities. Only one individual from each identified organization will report to WTR/DOS the number of people in the organization, the number not contacted, and that the notification for their organization is complete. This reporting will be accomplished as soon as possible after all notifications are made. Individuals should not delay reporting to their duty sections during an actual recall in order to make these calls.

OFFICIAL

ORLANDO C. SEVERO, JR., Colonel, USAF  
Commander

BARBARA L. JONES  
Chief of Administration

4 Atch  
1. Pyramid Alert Roster Format  
2. Pyramid Alert Notification  
Statements  
3. Organizational Notification  
Responsibility  
4. Pyramid Alert Call Back  
Responsibilities

#### SUMMARY OF CHANGES

This revision reflects the most recent WSMC organizational structure. The number of alert statements is reduced from eight to six. Explanation of CAS member further defined. A standard format for a pyramid alert roster is specified and the roster format was modified to eliminate the need to call each organization twice. Additional details provided regarding pyramid alert roster activation. Directions for notifying individuals with no telephone or unlisted numbers added. Organizational notification responsibility changed.

## PYRAMID ALERT ROSTER FORMAT

## FOR OFFICIAL USE ONLY

RELEASE OF THE INFORMATION HEREON TO UNAUTHORIZED INDIVIDUALS IS IN VIOLATION OF THE PRIVACY ACT OF 1974. NO PART OF THE INFORMATION WILL BE GIVEN OUT FOR PURPOSES OTHER THAN THOSE OF THE UNITED STATES AIR FORCE.

ORGANIZATION

DATE

OPR NAME and DUTY PHONE

Range Scheduling

(WTR/DOS)

866-8825

WTR/DOS

(or other organization)

CAS Member or  
Support CAS Member

Alternate CAS Member or  
Alternate Support CAS Member

\*\*\* MIL

Other Organization

MIL

MIL

MIL

MIL

CIV

CIV

CIV

CIV

MIL- Military or Emergency Essential Civilian

CIV- Civilian

NOTE: WTR/DOS will contact the organization's CAS member or alternate CAS member. If they are unavailable, WTR/DOS will contact the next person listed on the roster. Organizations which do not have members on the CAS or which provide support CAS members will receive initial notification from another organization instead of WTR/DOS. The outside organization will contact the organization's support CAS member or the alternate support CAS member. If they are unavailable, the outside organization will contact the next person listed on the roster. Attachment 3 lists the organizations that WTR/DOS will notify.

## WSMC PYRAMID ALERT NOTIFICATION STATEMENTS

1. One of the following statements will be used by WTR/DOS to initiate the Pyramid Alert Notification System. The statements must be printed on the back of each individual pyramid alert roster.

ALERT NOTIFICATION #1: THIS IS A PYRAMID ALERT. (CAS WILL FORM AT LOCAL IN ). ALL MILITARY PERSONNEL WILL REPORT TO THEIR DUTY STATIONS IMMEDIATELY.

ALERT NOTIFICATION #2: THIS IS A PYRAMID ALERT. (CAS WILL FORM AT LOCAL IN ). ALL MILITARY AND CIVILIAN PERSONNEL WILL REPORT TO THEIR DUTY STATIONS IMMEDIATELY.

ALERT NOTIFICATION #3: THIS IS A PYRAMID ALERT. (CAS WILL FORM AT LOCAL IN ). ALL MILITARY AND CIVILIAN PERSONNEL WILL REPORT TO THEIR DUTY STATIONS AT THEIR NORMAL TIME.

ALERT NOTIFICATION #4: THIS IS A TELEPHONE TEST OF THE PYRAMID ALERT SYSTEM ONLY. COMPLETE YOUR CALLS AND REPORT TO YOUR DUTY STATION AT THE NORMAL TIME.

ALERT NOTIFICATION #5: ALL PERSONNEL NOT IN SHELTERS, TAKE SHELTER IMMEDIATELY. COMPLETE YOUR CALLS AND PASS TO ALL PERSONNEL.

ALERT NOTIFICATION #6: SPECIAL INSTRUCTIONS: (COPY THE INFORMATION AND COMPLETE YOUR PYRAMID NOTIFICATIONS, PASSING ON THE INFORMATION).

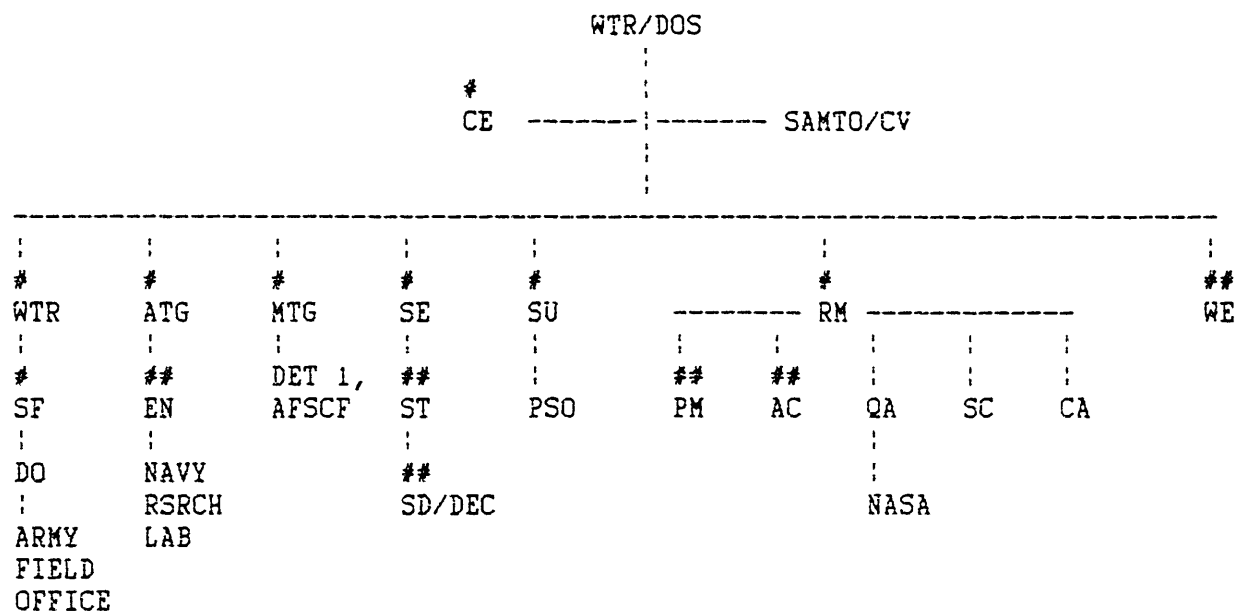
2. Long distance calls will be placed through the base operator, charged to a duty phone number, an Air Force telephone credit card, or claimed for reimbursement on Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business. Callers should not delay continuation of notification calls waiting for the base operator to place long distance calls. If telephone contact is not possible, the alert notification should be accomplished in person with the next person on the roster. Individuals without a telephone or who have an unlisted number should make provisions with another person that lives nearby to contact them.

3. Key to symbols on front:   \*   Reports strength to \*\*  
                             \*\*   "       "       "       "       \*\*\*  
                             \*\*\*   "       "       "       "       WTR/DOS, 866-8825

NOTE: TOLL-FREE LONG DISTANCE CALLS MAY BE MADE THROUGH THE BASE OPERATOR, 866-1611. FROM SANTA MARIA CALL 925-3322 or 925-2172 TO PLACE TOLL-FREE CALLS TO VAFB.

DISTRIBUTION: 1 WSMC/SPX  
                 1 WTR/DOS  
                 1 Each Individual

## ORGANIZATIONAL NOTIFICATION RESPONSIBILITY



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# CAS Member
## Support CAS Member
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NOTE: The SU roster contains the SP, Disaster Preparedness and Intelligence members of the Support CAS.

The CE roster contains the WSMC command section, the JA and CCQ Support CAS members, and the organizational roster for OL-AB, Det 27.

## PYRAMID ALERT CALL BACK RESPONSIBILITIES

The offices listed below have call back responsibilities to notify WTR/DOS of:

a. The number of personnel in the organization and the number that were not contacted.

b. That the pyramid is completed.

<u>ORGANIZATION</u>	<u>REPORTS STRENGTH FOR</u>
WTR	WTR, SF, and DO
ATG	ATG
MTG	MTG
ST	ST
EN	EN
CE	CE, JA, CCQ
SD/DEC	SD/DEC
SU	SU, SUM, SUS, SP, HO, and PSO
SE	SE
RM	RM, PM, AC, SC, QA, CA